

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Consumer and Regulatory Affairs**

**Administrative Issuance System**

**DCRA Bulletin No. 5-07A-08**

**SUBJECT:** Establishment of DCRA's Vehicle Use Policy

**EFFECTIVE DATE:** June 3, 2008

**EXPIRATION OR REPLACEMENT:** Upon revision.

**PURPOSE AND AUTHORITY:** This Bulletin is issued to outline the policy, process and procedures for the use of DCRA's vehicles to conduct official government business.

**SCOPE:** DCRA is responsible for preserving the health, safety, and welfare of the public – and fulfills this mission by conducting regulatory investigations and commercial and residential inspections. The DCRA fleet is used to conduct these investigations and inspections.

DCRA employees who conduct inspections and field investigations are allowed to use the agency fleet under the conditions listed below.

**PROVISIONS:**

1. DCRA vehicles are to be used for official government business only.
2. All DCRA vehicles are assigned to the unit supervisor for daily distribution.
3. Lockboxes are assigned to each supervisor to be used to store the vehicle keys.
4. Supervisors or their designees assign vehicles to employees and contractors based on workload.
5. Supervisors manage and monitor the Master Fleet Assignment Log Sheet.
  - The Master Fleet Assignment Log Sheet lists the date; driver's name; vehicle tag number, time out/time in and the condition of the vehicle. (See Attachment 1.)
  - Each driver must immediately notify his/her supervisor when a vehicle needs repairs.
  - Each supervisor is to notify the Fleet Coordinator immediately when a vehicle needs repairs.
6. Each driver is issued a vehicle, gas key and a Driver's Daily Log Sheet. (See Attachment 2.)
7. At the end of each day, the driver must:
  - Return the vehicle, gas key and Driver's Daily Log Sheet to the supervisor.
  - Report any accidents or tickets on the Driver's Daily Log Sheet.
  - Complete and sign the Master Fleet Assignment Log Sheet.
8. Under no circumstances can a supervisor authorize an employee to keep a vehicle overnight.
9. Each Monday Supervisors must submit the Master Fleet Assignment Log, Driver's Daily Log Sheets, and the POV Driver's Daily Log Sheets to the Fleet Coordinator, 941 North Capital St NE, Room 3600.
10. Supervisors are responsible for surrendering vehicles to DPW for Preventive Maintenance whenever he/she is notified by the Fleet Coordinator of the scheduled maintenance date.
11. Supervisors are responsible for insuring that all vehicles assigned to him/her are taken to the DC Inspection Station 10 days before the expiration date on its inspection sticker.


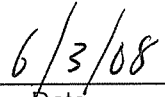
**NOTE:** DAIS Bulletins are strictly procedural in nature and have direct applicability only to DCRA employees under the authority of the Director

**INQUIRIES:** DCRA, Deputy Director for Operations and Administrative Services-202-442-8929

### Effective Date

This policy shall become effective ten (10) days after this notice is formally issued by the Director of DCRA to its employees.

This Administrative Issuance supersedes all previous administrative memoranda, orders, and policies to the degree there is any inconsistency between those items of direction and this Administrative Issuance.

	
_____ Linda K. Argo Director	_____ Date

## DRIVER'S RESPONSIBILITIES DC Government Vehicles

1. Under no circumstances are employees to take DC government vehicles home overnight.
2. Unauthorized passengers or drivers are not allowed in DC government vehicles.
3. Each day, each driver must sign for the vehicle, gas key, and **Driver's Daily Record Log Sheet**.
4. At the end of each day the driver must return the vehicle, gas key, and completed **Driver's Daily Record Log Sheet** to his/her supervisor or designee.
5. Each driver is responsible for the keeping the vehicle clean.
6. Smoking is prohibited in all DC government vehicles.
7. While driving on DCRA business, each driver must comply with all license restrictions issued by the DC Department of Motor Vehicles (DMV) or the DMV listed on the employee's license.
8. Each driver must immediately notify his/her supervisor of:
  - Any change of status in his/her driver's license
  - Any arrests
  - Any moving violations
9. Each driver is required to:
  - Check the DC government vehicle before operating it to ensure that the lights, turn signals, brake lights and other safety equipment works; and to report any equipment that is not working properly to his/her supervisor immediately.
  - Abide by posted speed limits unless the Metropolitan Police Department instructs him/her to do otherwise.
  - Use caution in inclement weather and reduce speed accordingly.
  - Refrain from talking on a cell phone while driving unless the driver is using a hands-free device.
  - Keep alcoholic beverages out of the vehicle.
10. Each driver is responsible for all infractions while conducting official business:
  - Parking Tickets
  - Automated Traffic Enforcement Tickets (Speed Camera Tickets)
  - Red Light Enforcement Tickets
  - Rush Hour – No Parking/No Standing Tickets
  - All Moving Violations
11. Each driver is responsible for reporting all accidents:
  - Contact your supervisor.
  - Contact the Metropolitan Police Department to file an accident report.
  - Give the police officer all required information.
  - Get the officer's name, badge number and police report number.
  - If the vehicle is operable, contact the DCRA Certified Fleet Officer, Robert Durham at (202) 442- 4300.
  - If the vehicle is not operable, call DPW-Fleet Management Administration's towing service at (202) 576-5634. Do not use any other towing service.
  - Complete a Vehicle Accident Report Form and submit the original copy to the Risk Management Coordinator.

Driver's Signature \_\_\_\_\_

Driver's Name (Print) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Fleet Manager's Signature \_\_\_\_\_

## SUPERVISOR'S RESPONSIBILITIES Issuing DCRA Vehicles

Effective \_\_\_\_\_, 200\_, the chart below lists the vehicles assigned to you for daily distribution to your employees.

Tag Number	Make	Model	Year	Leased/ Owned	Vehicle's Current Condition

### Manager or Supervisor's Duties

1. You or a designee must assign all vehicles under your supervision to your employees daily.
2. You must complete and maintain the **Manager's Master Fleet Assignment Log Sheet** daily.
3. You must keep all keys to these vehicles in a lockbox.
4. Each day, you must distribute and collect a **Driver's Daily Log Sheet** for each vehicle under your supervision.
5. Every Monday, you must submit a copy of the **Driver's Daily Log Sheet** for each vehicle under your supervision and a copy of the **Manager's Master Fleet Log Sheet** to the DCRA Fleet Coordinator, 941 North Capitol St NE, Room 3600.
6. You must surrender each vehicle under your supervision for **Preventive Maintenance** when you are notified by the Fleet Coordinator.
7. You must insure that each vehicle under your supervision is taken to the DC Inspection Station 10 **days** before the expiration date on the vehicle's inspection sticker.
8. Under no circumstances can you authorize a vehicle under your supervision to be kept in your employee's possession overnight.
9. Your signature on this document affirms that you:
  - Understand the guidelines and accept the responsibilities outlined in it, to the best of your abilities.
  - Understand that failure to comply with these guidelines may result in the vehicles being reassigned and/or in the appropriate corrective action being taken.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name (print) \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Fleet Manager's Signature: \_\_\_\_\_